



PROPERTY MANAGEMENT LTD

PROPERTY MANAGEMENT AUTHORITY - (Residential Houses or Flats)

BETWEEN	"The Owner"
AND	Rent-A-Home Ltd "The Agent"

THE OWNER HEREBY APPOINTS **THE AGENT** to manage The Owner's property described in the Schedule hereto on the terms and conditions herein set forth. The Agent shall have the following power and duties:

- 1.0 Arrange tenants for the property.
- 1.1 Manage existing tenants and arrange new tenants as necessary.
- 1.2 Sign tenancy agreements as Agent for The Owner.
- 2.0 Collect a bond from each tenant to be not less than 3/4 weeks rental and deposit the Bond moneys with the Bond Centre of the Ministry of Business, Innovation and Employment.
- 2.1 Sign bond lodgment and/or refund as Agent for The Owner.
- 3.0 Collect all rentals as they fall due.
- 3.1 Supply a monthly statement detailing all transactions.
- 3.2 Landlord payments made calendar: **MONTHLY** or **TWICE-MONTHLY** (please circle)
- 4.0 Effect repairs or maintenance as reasonably needed from time to time to maintain the property(s) including chattels (if any) in good and tenantable repair, order and condition. This Authority shall cover:
 - 4.1 All repairs or maintenance at The Agent's sole discretion to a cost not exceeding \$250.00 for any one repair.
 - 4.2 Urgent repairs or maintenance without reference to The Owner.
 - 4.3 If the Landlord has any specific garden and/or grounds requirements the tenant is not responsible for under the Act the Landlord will make their own arrangements for this maintenance.
- 5.0 Pay all regular outgoings (listed in the Schedule) on behalf of The Owner as and when they fall due for payment, taking advantage of any discount available, to the extent only that moneys are held on behalf of The Owner to enable such payments to be made.
- 6.0 The Owner acknowledges that any tenancy arranged in respect of the property is subject to the Residential Tenancies Act 1986.
- 7.0 The property is for sale: Yes/No
- 8.0 The property is intended for long-term letting: Yes/No
- 9.0 Tenants may have about any property let in terms of the Authority the following animals:
Dog/Cat/Caged Bird/Fish in tank/Other
- 10.0 The maximum number of persons who may reside in the premises is
- 11.0 This Management Authority shall continue until cancelled by six weeks' notice in writing by either party.
- 12.0 Additional terms:

TERMS AND CONDITIONS

1. The Agent shall use its best endeavours to ensure continuity of occupation at market rentals and maintenance of the property, but shall not be liable to The Owner for any default in payment of rent or any damage caused to property by any tenant or other payment due by the tenant or otherwise, whether or not the tenancy has been arranged by The Agent.
2. The Agent shall be entitled to deduct its proper charge or commission and all moneys expended on behalf of The Owner from rents and other moneys collected by it on account of The Owner.
3. The Agent shall be entitled to be paid and remunerated by The Owner as follows:
 - 3.1 A commission of **7.5%** plus GST on all rents or other payments by any tenant collected by it or paid in respect of any tenancy covered by this Management Authority.
 - 3.2 A disbursement of **NIL%** plus GST on the cost of any repairs, alterations or renovations in respect of The Owner's property arranged or supervised by it.
 - 3.3 On any other work carried out by it either:
 - 3.3.1 Such fee or commission plus GST as shall be fixed by agreement with The Owner prior to such work commencing, or
 - 3.3.2 In the absence of any such agreement, a commission on the cost of such work at **NIL %** plus GST.
 - 3.3.3 Each inspection of the property other than in the course of rent collection at the rate of **\$35.00** plus GST.
4. The Agent or any person employed by it or acting on its behalf, shall not be liable for any injury or accident suffered by any person in or about any property managed by it in terms of this Authority.
5. The Agent shall inspect the property as provided in the Schedule, such inspection to be charged for as in clause 3.3.3.
6. Anything done by The Agent in terms of this Authority:
 - 6.1 Shall be as fully effective as if done by The Owner personally, and
 - 6.2 Shall be binding upon The Owner as if done by The Owner personally, and
 - 6.3 If there shall be any documents requiring a signature by or on behalf of The Owner in the exercise of the Authority hereby granted it should be good and effectual if executed by an authorised representative of The Agent on behalf of The Owner.

DATED this _____ day of _____ 20

Signed by The Owner

Signed by and on behalf of the Agent

(Signature)

(Signature)

THE SCHEDULE

1. Owner's full Name _____
and Address: 1 _____
2 _____
3 _____

E-mail address _____

Phone: (Home) _____ (Bus) _____ (Fax) _____

2. Address of Property or Properties subject to this Authority:

3. Contact for Owner in New Zealand if different from above:

Contact's Name and Address _____

Phone: (Home) _____ (Bus) _____ (Fax) _____

4. Rents collected to be paid as follows by direct credit to Owner's bank account:

Bank _____ Branch _____

Account Name _____ Account No. _____

5. Details of Insurance:

Company _____ Policy No(s) _____

6. Number of property inspections per year: Please circle _____ 1 2 3 4 6. (3 should do)

7. Regular outgoings to be paid from rentals received:

Insurance Premiums: Yes/No

Rates: Yes/No

8. Is the property subject to Water Charges? Yes/No

9. Owner's Solicitors _____

10. Owner's address for service If different from (1) above _____

11. Spare Key held by _____

PERSONNEL:

Tiri Rangihuna Company Director Chelsea Rangihuna Property Manager
Barbara Rangihuna Administration/Company Director

COMMUNICATING WITH US:

Telephone (06) 845 1345 — Direct Line (has voice mail for our busy times especially Mondays and Fridays)
Email office@rentahomenapier.co.nz

PAYMENTS TO LANDLORDS: **15th** of the month and **1st** of the following month (or next business day)

STATEMENTS: Distributed monthly — where possible, these are sent by email.

END OF YEAR SUMMARY:

We send a summary of the year's transactions all ready for your tax return (you won't need to find that missing statement after all).

CHARGES:

- (a) commission on rental collected.
- (b) routine inspections.
- (c) marketing of your property.

TRIBUNAL:

Applications to Tribunal cost \$20.44 payable to Tenancy Services. Our attendance at mediation and Tribunal is at no cost.

LIST OF CHATTELS:

HOUSE:

GARAGE:

OUTSIDE:
